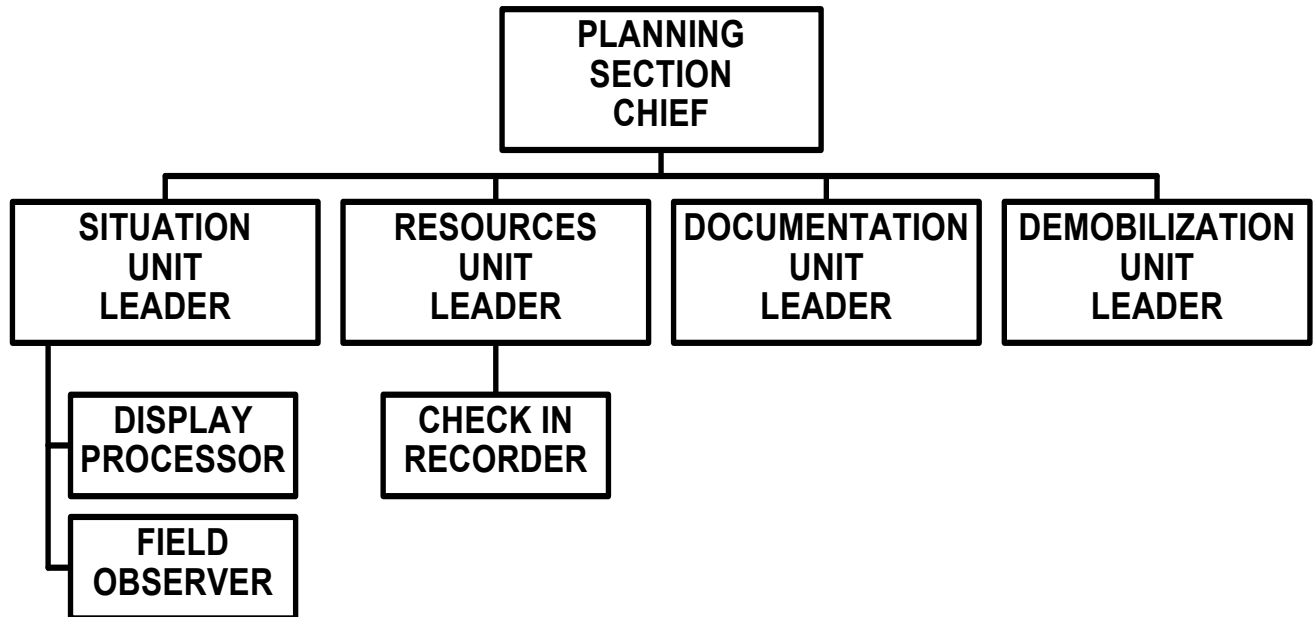


US Coast Guard
MSO San Francisco Bay Marine Fire Fighting Plan

8400	PLANNING.....	2
8410	PLANNING SECTION ORGANIZATION.....	3
8420	ICS Roles and Responsibilities	3
8420.1	Planning Section Chief.....	3
8420.2	Situation Unit Leader.....	3
8420.2.1	Display Processor.....	3
8420.2.2	Field Observer	3
8430	Resources Unit Leader.....	4
8430.1	Check in Recorder	4
8440	Documentation Unit.....	4
8450	Demobilization Unit	5

8400 PLANNING

PLANNING SECTION DIAGRAM



All members of the Command, Operations and Planning Sections should be thoroughly familiar with:

- **8100.8** Background Information
 1. Pre approved Grounding sites **(8100.12.2.1)**
 2. Piers for Fire Fighting **(8100.12.2.2)**
 3. Shore Side Emergency Resource Loading Sites within resource guide.
- Resource Guide section **8800**

US Coast Guard
MSO San Francisco Bay Marine Fire Fighting Plan

8410 PLANNING SECTION ORGANIZATION

The Planning Section is responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists.

Several Planning Section Units may be established. Duties of each Unit are covered in other modules. Not all of the Units may be required, and they will be activated based upon need.

8420 ICS Roles and Responsibilities

8420.1 Planning Section Chief

The Planning Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident.

8420.2 Situation Unit Leader

The Situation Unit Leader is responsible for the collection and evaluation of information about the current situation and fire response operations. This responsibility includes the compilation of information regarding the size and magnitude of the fire, conducting triage to determine number and severity of injuries, the amount of damage sustained, and impacts on natural resources for the short term and over several days.

- Review Common Responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

8420.2.1 Display Processor

The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, and aerial photographs.

- Review Common Responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

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MSO San Francisco Bay Marine Fire Fighting Plan

8420.2.2 Field Observer

The Field Observer is responsible to collect situation information from personal observations and provide this information to the Situation Unit Leader.

- Review Common Responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

8430 Resources Unit Leader

The Resource Unit Leader (RUL) is responsible for maintaining the status of all resources (primary and support) at an incident. RUL achieves this through development and maintenance of a master list of all resources, including check-in, status, current location, etc. This unit is also responsible for preparing parts of the Incident Action Plan and compiling the entire plan in conjunction with other members of the ICS, (e.g., Situation Unit, Operations, Logistics) and determines the availability of resources.

- Review Common Responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*.

8430.1 Check in Recorder

Check-in recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

- Review Common Responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

8440 Documentation Unit

The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: Incident Action Plan, incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of these documents may originate in other sections. This unit shall ensure each section is maintaining and providing appropriate documents. Incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services.

- Review Common Responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

US Coast Guard
MSO San Francisco Bay Marine Fire Fighting Plan

8450 Demobilization Unit

The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan, and assisting Sections/Units in ensuring that an orderly, safe, and cost effective demobilization of personnel and equipment is accomplished from the incident.

- Review Common Responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*